

**First Baptist Church Of Indian Trail
International Missions
Short-Term Mission Leader Training**

Team Preparation Process!

“When I was planning my trip, I was both excited and scared about taking a team to another country, not knowing how my group would react.”

“I felt overwhelmed about getting all the details of the trip in place.”

1. Trip Determination Phase (9 to 12 months before departure)

All First Baptist Church Of Indian Trail short-term mission trips will be done in Cooperation with Partnership Ministries such as the International Mission Board (IMB) etc. Trips must be specifically approved by the Mission Team.

Trip leaders must understand and commit to the long-term goals of First Baptist Church Of Indian Trail and the host ministry. We always go to serve the target ministry and enhance the goals of our partnership. So this must include the trip times and the size of the trip going.

2. Publicity/Recruitment Phase (6 to 9 months before departure)

A main key to a successful trip is recruiting and equipping the needed team going to minister. Each January First Baptist Church Of Indian Trail produces a short-term missions brochure to publicize all the short-term missions trips planned for that year. Information for the brochure will include dates, costs, size of team, skills needed, trip mission, etc.

Other ways to publicize your trip may include using our website, setting up a display with video and cultural items in the welcome center, having a

“My team was so diversified in personality and skills that I did not think they would come together as ONE.”

“I did not know what to say about team members who continuously missed meetings. I wanted them with us....What can

booth at the “Celebrate Missions” night, working with our multimedia ministry to present a video promotion (less than one minute in length to be shown for several weeks) to the congregation, etc.

3. Orientation/Application Phase (4 to 6 months before)

All First Baptist Church Of Indian Trail members new to short-term missions must attend the **Orientation to Short-Term Mission Trips** before signing up for any particular short-term trip. The Orientation class will distribute short-term mission applications allowing attendees to indicate trip interest. All applicants must include two First Baptist Church Of Indian Trail references. All applications will have appropriate deadlines.

4. Pre-Field Training of Team (4 to 5 month before)

Key to successful mission is a well equipped team. This is not only an “informed” team but one that is prepared in heart, mind and body. No other task for the team leader is greater than this preparation.

The leader will meet with his team approximately eight times (including, if possible, an extended retreat time) before the mission. Much preparation should go into these classes. The following suggestions are ways to make these classes enriching, rewarding and fun:

- 1) Use scriptural authority for teaching
- 2) Begin with ice breakers for group interaction
- 3) Allow enough time for relaxed atmosphere
- 4) Include anecdotes and experiences
- 5) Make it fun – humor
- 6) Find games to illustrate teaching
- 7) Use visual aides – video, maps, etc.
- 8) Interview those who’ve gone before
- 9) Intentionally involve all team members in

I do and say?”

discussion

10) Give team cultural understanding by research and reports.

Session 1 – “Pre-field Paper Work”

This session should fulfill the following:

1. Create a small group atmosphere by providing a comfortable environment and creative ways for team development. At this time, a simple welcome and expression of your excitement is appropriate. Begin with a short (5 minute) testimony of your experience in short-term missions and why you have volunteered to lead the team. Briefly state the purpose/mission of the trip. Then have each member tell their name, what they do, and if he/she has been to a cross-cultural project before. Use an ice-breaker (see two examples below) to strengthen team interaction:

“Can my team members wait until the last minute to get all of their travel documents together?”

1 One-Word Expression¹ – This is an effective tool for the first meeting. Simply ask a question like this to the team, “You have applied and now been accepted to go on a short term mission trip. In 12 weeks we will all board a plane together. Give me one word to express how you feel right now. If someone uses your word, you have to come up with another.”

After the question is asked, select someone to respond. Don’t go around a circle; randomly choose a person until all have responded. Watch for the more reserved people in the group and when they give their word (nervous, excited, scared, thrilled) ask them, “Why do you feel this way?” Asking for a one-word expression helps control the person who likes to dominate a discussion and by asking “why” to the reserved, you can bring them

“I felt like the locals were watching every move we made and what we said....”

“Everything looked so primitive. It made me so uncomfortable, but yet happy to see a change in life.....”

out in the group.

The Styrofoam Cup (or any other pliable object)¹ – Give each team member a Styrofoam cup. Allow them five minutes to shape the cup into something which reflects themselves. Then have each person show their creation and explain why it is reflective of them. At first people are hesitant, but you will be amazed how creative and informative this exercise is when they are encouraged. Record on the *Profile Sheets* what you learn about each person.

The same could be done with magazines and paper, for a collage, or clay, to form an object. The material doesn't matter. Your goal is to encourage people to express themselves in a way which is unfamiliar to them.

¹ Taken from Cultural Links, “Help! We’re Going on a Short-term Trip, Leaders Manual, Pg. 54.

After team activities, members are more relaxed. Bring them to a devotional thought and activity. Use scriptural passages like Jeremiah 29:11. Discuss God’s faithfulness with the team.

2. Instruct the team on how to obtain the *needed travel documents*. (determine before the meeting if you need passports, visas, and/or immunizations.) Tell the team where to go to get these. (Note: As leader you should collect a copy of each team member’s passport before departure and leave an extra copy in the church office)

3. *Insurance* – Instruct the team about the needed international insurance. Talk with the office of the Missions Pastor about this.

4. *Support Discovery* – During this part of your

“I would not want to touch the kids or elderly for fear of catching anything....”

“I saw so much love expressed by the locals, they seemed so happy with whatever they had. I am

first team meeting you will instruct the team on the process of raising a prayer support team. This is not just about fundraising. It is developing a team that both prays and supports them financially. No team member should go on a mission without a prayer/support team. No team member should write their own support letter. All team members are to use the support letter provided by First Baptist Church Of Indian Trail. Review with the team how to recruit family, friends, etc. for support.

Assignment to be completed for next meeting: Each member will fill-out the support letters. This is mandatory even if a member is able to financially pay their own way. When the letters are done they should be given to the Team Leader. As Team Leader you are to bring the letters by the church office where they will be mailed at no cost to the team.

Close this first team meeting by having team members pray for each other’s preparation and the coming trip.

Session 2 – “Being Together”

This second team meeting has its main purpose to provide a means of informal interaction within the team. A dinner in someone’s home or a picnic is perfect for the “Being Together” session.

After the meal, begin with an ice-breaker – like “What is the funniest thing that has happened to you?”

Then review their progress doing last meetings’ assignment. Have they worked on their passport/visas and their prayer support letters? What yet needs to be done?

envious. I am so thankful and thank God for his blessings in life.”

Next, review their spiritual gifts by all doing the simple spiritual gifts test given in Appendix A. Share the results and talk about how each of their gifts might be used on the mission. You might then ask, “Besides the use of our gifts, what are some practical ways we can be servants to the nationals, the missionaries, and to each other?” (Ex. Wash dishes, talk to missionary kids, etc.) Pray together that God would use their gifts and build them together as a team.

Assignment – completion of all paperwork prayer/support letter.

Session 3 – “Your Host Culture”

In this session, your team needs to concentrate on the host culture you will visit.

Begin with an ice breaker with each person explaining when they ever felt embarrassed or uncomfortable in a situation because of an age, cultural, “click,” racial or other barrier.

Use this to explain the importance of learning and adjusting to the host culture. Include scripture passages (example – Numbers 13 & 14, and 1 Cor. 9:21 to explain that culture can be an obstacle to faith unless it is learned, addressed and understood). Then, if possible, show a short video about the culture. This may be a video of a previous short-term trip there or a travel video of the culture. If there is a national from that culture who can come and personally share about their country, invite them to come and share.

“True Faith....I want what they have.”

Supplement the video or personal testimony with information on the host culture and host ministry. Distribute to each team member a journal or notebook with the information for them to keep and use for the trip. Have them bring the journal to each training session.

Devote sufficient time to really focus on praying for your host country, culture and sponsoring ministry.

Suggested assignment: Have the team members read Numbers 13-14; Acts 17, and 1 Cor. 9:19-23. Have them report back insights about cross-cultural obstacles and attitudes at the next meeting.

Session 4 – “Becoming Cross-Cultural”

Everything in the team training is important but this session is key – teaching your team the proper attitude for cross-cultural ministry, helping them understand their personal cultural disposition, and introducing ways to build cross-cultural relationships.

Begin by allowing the team to reflect on the insights from the scriptures assigned. What was the attitude of the spies? What would have helped them? What was Paul’s attitude in Acts 17 and 1 Cor. 9? What can you learn from him?

From there, read Philippians 2:5-11, how Christ modeled how we should also be as servants, surrendering both privilege and position. Some of the attitudes necessary for our team:

“Can I take everything I need? I like to workout, run. What kind of food will we eat? Is it safe?”

We go as servants.

We must surrender our desire to be in control.

We must expect the unexpected.

We must surrender our need for privacy.

We determine to be a blessing, not a burden.

We will adjust to anticipated physical discomforts.

We will encounter needs that will pain our hearts.

We will remain positive in the face of irritations, disappointments and conflict.

We will eat what is served.

Read the letter from Missionary (Appendix B) and discuss from your own practical experience (or others on your team) why these attitudes must be followed.

From here, move on to courtesy, etiquette and cultural sensitivity. Areas of discussion should include:

- a. Dress
- b. Manners
- c. Language (learn as much as possible)
- d. Food
- e. Photos
- f. Beggars
- g. Community issues
- h. Evangelism
- i. Church differences/practices

Before prayer, ask the team how they are doing with their prayer/support team. Make your prayer time specific to needs in the team.

Session 5 – “Ministry Preparation”

The purpose of this session is to introduce the specific opportunities and tasks of ministry to be accomplished by the team or the field, i.e. – construction, evangelism, compassion, etc. You may or may not have a detailed plan and itinerary but share what you do have.

Central to the trip, whether it is overtly evangelistic or not, is to see people come to Christ.

Share with the team, 1 Peter 3:15, “Always be ready to explain your Christian hope...in a gentle and respectful way,” and Acts 1:8, “After the Holy Spirit comes upon you, you shall receive power to be my witnesses.....”

“Project yourself into what the host culture is like, so that you are fore-warned of the tension to come.”

“Before we left I read about the food in our host country, but upon arrival I could only pick out the American style food which they served us.”

Share with your team how to share their testimony in 3 to 4 minutes. Refer them to the **“Telling Your Story Well”** and **“Personal Testimony Worksheet”** in Appendix C. Stress to them the importance of combining God’s story (Bible), their story (experiences) and the audience’s story, see **Evangelism 102**, (Appendix C, Step 4). Personally, model this by giving your own testimony in maximum of 4 minutes.

Explain to your team how to speak and give their testimony using a translator, using short, distinct sentences and avoiding cultural idioms (see *Sharing Through An Interpreter*, Appendix D). If possible, model this by using the **translator’s skit** also in Appendix D. If your host culture uses a language other than English, prepare a language sheet of basic words of introduction, praise, and basics (like bathroom). Practice speaking them, explaining how appreciative your host people will be when you at least try to speak their language.

Team assignment is to prepare in writing their testimony using the format in Appendix C.

Session 6 – “Team Building”

Intentional team building is critical to effective teamwork and avoiding the enemy’s attack on your team. In fact (all training sessions should be planned to help to accomplish this). For best effectiveness, have this session at an extended time away from the church. If team members are able and agreeable, have this as an **all day** or **overnight retreat** (this is not a requirement).

“I hate it here. It is so filthy. I

Begin this Session with several people giving their testimony (remember to hold them to a 4 minute maximum). Try not to criticize anyone individually, but after all have shared, affirm the good points that participants have shared.

do not like the food, the culture and I am tired of the noise, and all the pollution. I want to go home.....”

Then do a team building exercise. You can use the “**Broken Squares**” game found in Appendix E or a similar exercise.

Make sure you have time to debrief the experience – how we work through frustrations and give grace to one another. Use scriptural authority from 1 Corinthians 12, and Romans 12.

If you use the retreat format, take some time (1 to 2 hours) for the team to develop its own Team Covenant/Policy. See sample **Team Policy** in Appendix F.

Conclude with time of praying for one another in small groups.

Session 7 – “Travel, Packing, Health, & Details”
“It is the little foxes that spoil the vines,” (Ca. 2:15). It is the little things, detail, that often hinder God’s work in and through the team. Disruptions and the unexpected will happen, but it is best to prepare. This is the focus of this session.

If possible, begin this session (after perhaps a couple more 4 minute testimonies) with a report from the field that would express anticipation of the group’s arrival, etc. Stir enthusiasm in the team.

Now is the time to review the specifics of the itinerary. Where will the team meet (at the airport, or before and go together)? How much time before the flight will you gather? What should each member bring? Review the **sample packing list** in Appendix G. Emphasize packing lightly – note the maximum limit of 2 check bags (70 pounds each) and one carry-on bag. Leaders may limit the team to one checked bag each in order to bring needed

“Remember as you enter another culture, you are now in the spotlight – now is not the time to make an international fashion statement.”

supplies for ministry among the host culture. It is sometimes helpful to delegate a luggage captain, who is responsible to count bags and handle any “sky-cap” tips that may be needed. Also review what to expect at customs and how that will be handled. Review your plans for housing and meals so members know what to expect.

Review the contact phone numbers where team members can be reached in emergency. Review what opportunities, if any, team members will have to communicate with loved ones while on the field.

Next, review health issues. If any shots are required, make sure all team members have obtained them. Review whether water in host culture is healthy and what should be done if it is not. If specific team members have specific health difficulties, make sure the team leader is aware and knows what procedures should be taken in event of illness. As a leader, be familiar with Appendix H (Emergencies and crisis) and share any of it with your team as appropriate.

Next, review how you will handle money and exchanging to host country currency. Review procedures and limits of giving money in the host culture (usually only giving to head of host ministry). If staying with host family or serving together, discuss what possible gifts could be taken for them.

Discuss the work itinerary. As best as possible, delegate different work responsibilities and expectations. These may include a team Administrator/Treasurer in larger teams. Also assign a “videographer” for the team to take video for “Celebrate Missions” night and other sharing. Also review as what might be done in free time –

“Our motto was, ‘Trust God and leave the results to Him.’”

sight-seeing, etc. There should be balance of work, fellowship, and some free time (discern group’s expectations).

Take specific time to pray about the details of the trip.

Session 8 – “Preparing to Blast Off”

Your last session before the team leaves for the field is left somewhat flexible for what may be the specifics of your team’s situation.

You may begin with finishing the 4 minute testimonies if some members have not yet given theirs. Also do some language practice.

For scripture devotion, pick a scripture story (choose from Jonah, the sending of the twelve in Matthew 10 or the seventy in Luke 10, Philip to Samaria in Acts 8, Barnabas to Antioch and Jerusalem in Acts 11, Paul’s missionary journey in Acts 13-21, or Paul and Timothy to Corinth in 1 Cor. 16 and 2 Tim. 4). Use it to emphasize that God is going to use them for His glory on the trip. Pray together for God’s best to be accomplished.

You may need to devote time for organizing and packing what the team will bring for ministry. Short-term experts suggests the team gather all checked luggage at least 48 hours in advance of departure. The leader will determine if this is appropriate.

Use time to review team member check lists (see Appendix I). Review final details including airport meeting time, tickets, etc. Make sure the team members bring their journal. Show them how they will use it to do devotions and record their experiences. Explain the purpose and value of

journaling.

Prayer together as a team.

Section III

On the Field Reminders

Look for Discipleship Opportunities

1. Apply your faith in life situations – problems will happen. Model your faith through prayer and dependence on God.
2. Keep short accounts – there will be a need for conflict resolution within the team. Don't let conflicts continue but resolve them asap.
3. Develop spiritual gifts – look for ways that each team member can utilize and grow in their gifts. Don't do it all yourself, give ministry to others.
4. Practice teamwork – this will require good communication, a humble spirit on your part and lots of prayer.

Encourage spiritual growth!

1. Meet daily with your team for prayer and devotions. Make sure that is adequate time for the team to gather alone to share and pray about personal issues, needs, etc.
2. As the leader, focus time for you to have informal personal “chats” with team members on a daily basis.
3. Celebrate God's work in and through you. Arrange time before leaving to celebrate (usually with a special dinner) the time on the field, what God has done, the sharing of new friendships, honoring the host ministry for their kindness and hospitality, and giving opportunity for proper and

appropriate good-byes.

4. “Clear the air” and prepare for re-entry. Almost all missions trips properly prepared are extremely fulfilling to team members. However, sometimes members have unmet expectations from the trip and/or experience conflict with other team members. Make sure there is time to discuss if their expectations were met or not met (and what to do about them) and to resolve any interpersonal conflicts. Then bring your gathering into a positive time by allowing members to share the trip’s impact on their lives, have time of praise and thanksgiving, and prepare members for re-entry shock (can be more impacting even than culture shock).

Section IV

Post Trip Discipleship (Follow-up Phase)

I. Together Again—at home

The goal of follow-up is to integrate the experience into what God is doing in the life of each team member. It’s a time to re-state the purposes of the trip that you discussed before you went and evaluate the mission and its impact on team members after returning home.

There’s usually a depression that sets in after the team members return from their cross-cultural experience.

They often miss the culture, the missionaries, the nationals, and their teammates. Many express loneliness when they return. Consequently, it’s important to gather the team after they return. We recommend at least two follow-up team gatherings.

Remember, training and Discipleship is not over when you return home!

“It was good to go, but I do not feel called to go back. I’d rather give

money than go myself....It is not for me...”

A. First Reunion (within 1-4 weeks of returning)

(Team gathers to express their thoughts, feelings and attitudes since returning home.) This is a time to share any frustrations of reverse culture shock which can include anger at US culture/materialism, judgmental attitudes toward friends' wastefulness, etc. It's important these feelings are expressed so the Team Leaders are aware of who's "hurting" and can help team members gain a biblical perspective of the more difficult aspects of re-entry. This time is very important for the team to share what's happening spiritually in each heart, lifestyle changes being considered, and to present opportunities for ministry to internationals in your city or neighborhood, etc.

Encourage each other by praying for and with each other for these specific needs and confess any wrong attitudes. Rejoice and thank God for what He accomplished in and through the team, and for the ways He will continue to move in the life of each team member. Pray for the nationals, missionaries, and the lives that were touched by the team.

For this Reunion, you may want to include the Missions Pastor and/or Mission Team members who are especially connected with that region. They may be able to assist your team spiritually and/or emotionally in the important phase of reentry.

“I am so

B. Picture Party (within 4-8 weeks of

pumped up. I want to see the same things back here at home.”

returning)

Team brings their photos and some duplicates for a fun evening with pizza or coffee and dessert, etc. Team members may want to include their spouses, families, prayer partners and supporters to thank them for their part in this mission...to let them know their involvement was important and very much appreciated.

During the party, if differences in time zones allow, make a phone call to your missionary and/or national host. They're probably missing you too! If you bring an empty photo album to your picture party, you can place duplicates to send to your host. This meeting is also where you introduce to the group the concept of continued cross-cultural ministry here at home. What are the next steps? If not further team meetings are planned, then bring to this meeting representatives of the local mission outreaches to share opportunities of continued cross-cultural ministry. Or you may have another team meeting entirely devoted to this subject.

C. Sharing the Experience (with Home Groups/small groups/churches/etc.)

Sharing solidifies the lessons learned and the vision that has been built into the short-term missionaries. Therefore, it is important to help your team find an opportunity to share. One of the first places of sharing will be to give the Missions Team a report of your trip. (See below). When giving the report be clear on how much time the group is allotting for your team. Ask team members to be short

“Our leader did the best job possible. He/She kept us

together and we had one of the best experiences possible.

I would like to go back again and be used in more ways possible.”

and share one specific experience; use audio/visuals wisely. Don't give an itinerary and don't preach. The testimony of how God worked in your life is enough to motivate others. Trust God to speak to the hearts of the group. Don't tell them what they should be doing. Always leave them wanting to hear more! Allow time to pray for God's vision, for the country, for you as you make life changes and for open hearts to hear God's call. The fields are white for harvest! Let them know that other laborers are needed and how they can connect with Short-Term Missions at First Baptist Church Of Indian Trail.

II. Personal Team Follow-up (one-to-one within 2-4 months of re-entry)

Team Leaders get together with individual team members to discuss how the mission experience may be a “springboard for service” in other areas of ministry. This is a time to affirm the person's giftedness and how you saw God use him or her on the trip, find out how they're processing the experience, how it has impacted their life, etc. Leaders can listen, answer questions, and make appropriate suggestions for further training in spiritual growth, cultural awareness, language classes, small groups, special-interest seminary classes, etc. You may discover some team members will be interested in pursuing intermediate-term missions involvement (i.e., several months to 2 years).

Be sure to contact the Missions Pastor for more information and to make him aware of this person's interest-level. The Team Leaders are important connectors between individual team members and other ministry opportunities through First Baptist Church Of Indian Trail

locally, nationally and internationally.
Encourage the team members to continue to pursue God's vision for his or her life. Be prayerful and sensitive to the fact that God may be preparing this person for a lifetime of service through missions in another country.

The team leader should also plan to meet with the Missions Pastor to discuss what was accomplished and what next steps of planning are needed for future trips and advancement of the partnership.

III. Reporting to IMT (within 2 months of returning).

- A. Hard Copy and/or E-mail Report**
All First Baptist Church Of Indian Trail Team Leaders must provide a one-page mission trip report to the Missions Team and Missions Pastor. Either e-mail or hard copy will be fine. Please include the purpose of your trip, the dates, names of team members, and your evaluation of the mission trip in light of the original goals, actual accomplishments, responses of missionaries and nationals, etc.

- B. Informal Meeting**
In order to increase our effectiveness in the area of Short Term Missions, please arrange to dialogue with one or more Pastors on Staff (other than the Missions Pastor) at First Baptist Church Of Indian Trail. Ask for an appointment with their assistants and stop in for a 15 minute update of your mission trip.

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Appendix B

Basic Spiritual Gifts

A. Service

B. Teaching

C. Encouragement

D. Prophecy

E. Giving

F. Kindness

G. Leadership

Appendix B

Letter from a Missionary

Dear Pastor,

It is with fear that I write this letter. Yet to stay silent would be contributing to the hindrance of God's kingdom. First, I say how much I appreciate the on-going financial and prayerful partnership you have with my family in Peru. Without your care we would not be able to continue the work here!

Nonetheless, recognizing the possibility of risking our partnership and because of it, I want to express to you my concern over the past months.

As you know, two months ago a request was made to us by the elders to host a ministry team here. To be honest, I never felt it was a request, rather a mandate. The elder expressed the churches disappointment in the camps this year and that it was the hope now of FCC to be involved more deeply in World Missions, so could we find something for a group to do?

I expressed that timing wasn't good and that the church leader's here thought six months from now there might be a better opportunity. The response said, "some of us have vacation to use." Therefore, I agreed.

As supportive as we are of having a church fully involved in missions, we are more concerned about the long range spiritual development of the national church here.

The last 8 weeks including the 12 days the team was here have been difficult on me, my family, and the believers here. Why-----

The following are a few "highlights" of the last few weeks:

My wife and I had to delay our teaching schedule in the Bible College to arrange the housing needs and other logistics. We worked hard to prepare,

only to have the group arrive with three more people than we were expecting. HEY what's a few more.

We determined that renovation of the youth center would be a valuable assist to the ministry here and the community. Therefore, paint and materials were ready. I informed FCC it would be a work project. In spite of that, I had to face this comment from one of the FCC's elders. "I can't go back and say I painted, I have to lead somebody to Christ for the report!"

This attitude was prevalent among almost half of the 23 team members. We tried to explain the national church's strategy to them and the need for trust to build especially in the tough community where the church is planted. Regardless of what I or pastor Paublo said, they knew best.

Last comment, the nationals worked hard. They gave their time, food, and monetary resources to host the group. The overall attitude of the team was not gracious, but rather expectant. The FCC group seemed to expect this hospitality from the church members because they were the USA saviors come to help them.

Let me say here, 8 to 10 of the team were wonderful. Worked and apologized for the others then worked and apologized some more. I saw God do neat things in their lives, while the others basically thought God was lucky to have them. Most of the center was complete. For that we are grateful. However, there has got to be a way to make people world servants.

This letter is not being written to say we do not want any teams. It is simply saying FBC needs to rethink short-term missions.

Aren't we called to serve? Aren't we called to submit? Pastor, in the eight years I have been here, I have learned to listen more than preach, serve more than guide, and pray more than talk. God has chosen to draw men through this.

Do we want another team? Yes, in fact next spring there is a holiday weekend when children in our barrios roam the streets. Is there a group who would be willing to come and assist the body here hold a weekend block festival. FCC's group would not be in charge. They may not have grand reports, but they could see God use them as they serve. We would want them to come here for two days of orientation prior to the festival.

If you think, there are some behind the scenes people who could serve next spring, let me know.

Thank you for letting me express my feelings. Remember when your trip is over at home, the ramifications of it may last forever here! (Good and bad).

Desiring to Serve Humbly together,

Joseph

Appendix C

Telling Your Story Well

I. How to Prepare Your Personal Testimony

Any subject matter can be presented more effectively by careful organization. A carefully prepared testimony, given in the power of the Holy Spirit, can be an incredible tool for sharing your love and faith in Christ. It should be our desire to present Christ in such a clear, simple and attractive way that people we share with will not only want to know Him, but they will also know how to know Him personally.

A carefully and intelligently worded testimony will communicate far more effectively than a prolonged one that includes a lot of extraneous material which will distract from, rather than emphasize, the point of personal commitment to Christ and what this can mean in a person's life. This handout contains some thoughts and guidelines to help you prepare a simple and effective three-minute testimony that can be shared in a wide variety of situations.

- A. Remember, the same Christ lives in you whether you trusted Him early or later in life. Do not be concerned that your

testimony be exciting, just that it be interesting. You don't have to be a converted drug-dealing, motorcycle gang, axe murderer to have an effective and interesting testimony.

- B. Be realistic. Do not imply that Christ eliminates all the problems of life, but rather that He enables you to live them out with peace and confidence, "I am with you always."
- C. Be positive, not negative from start to finish.
- D. Prepare your testimony so that you can share it in a group situation as well as with individuals.
- E. Avoid the following when writing your testimony:
 - 1) Including statements that reflect negatively on the church, other organizations or people.
 - 2) Mentioning denominations, especially in a derogatory way.
 - 3) Using stereotypes of people or people groups.
 - 4) Preaching at people. This is a testimony, not a preachimony.
 - 5) Speaking in generalities (be specific about the change in your life).
 - 6) Using words that are meaningless to non-Christians. Terms like "salvation," "saved," "born again," and "conversion," need to be defined if used. Terms like "glorious" and "hallelujah" are so ridiculed in some areas that you would do well not to use them at all.
 - 7) Being long-winded and using unnecessary words. (Adhere strictly to trying to organize your testimony into a 3-minute format).
- F. Ask the Lord to give you wisdom and guidance as you write (James 1:5,6)
- G. Follow a three-point outline: (See TESTIMONY WORK SHEET.)
 - 1) Life before knowing Christ
 - 2) How you came to know Christ (be specific).

- 3) Life after you received Christ (changes He has made, what He means to you now).
- H. Emphasize point (3) above if you became a Christian as a small child.
- I. Begin with an interesting, attention-getting sentence and end with a concluding statement. Include relevant, thought-provoking personal experiences.
- J. Write in such a way that others will identify with you in past and present experiences.
- K. Give enough details to arouse interest.
- L. Use at least one, but at the most two, Scripture verses.
- M. Edit carefully and rewrite as necessary before final draft.
- N. Look at some sample testimonies (see attached)
- O. Choose something characteristic of your experience that is of general interest to non-Christians. Build your own testimony around a theme. Example: Personal-Success (your own past viewpoint and now from God's viewpoint), Life's Goals (past and present viewpoint), Relationships (How God has changed your approach), Life Crises (How God saw you through), Purpose in Life (God's personal plan for you).
- P. Emphasize the fact that the thing that made the difference in your life was accepting Christ as Savior and making Him Lord and Master of your life. Keep in mind that your testimony should give enough details so that someone else would know how to trust the Lord after hearing it. Tell how He entered your life.

II. How to share your Testimony

- A. Memorize your testimony and practice it until it becomes natural. It is tremendously encouraging to practice sharing your testimony with a group of others who are also working on their testimony.
- B. Share your testimony with loving enthusiasm in the power of the Holy Spirit (Ephesians 5:18).
- C. Smile often. Ask the Lord to give you a happy, radiant countenance. Use a natural speaking voice.
- D. Avoid nervous habits (especially with your hands) and other mannerisms, such as rubbing your nose, jingling coins in your pocket, swaying, clearing your throat, and using "uhs" and "ahs." Stand up straight. Do not talk on the way to or from your seat.
- E. Avoid arguing and using other high-pressure methods to obtain a "decision" for Christ. Remember, men are born of the Spirit, "not through persuasiveness or logic of men" though God may use both.
- F. Use your testimony to transition into a clear gospel presentation. "Did you know there are 4 Basic Themes in the New Testament...." (share a clear Gospel presentation).

***Priority Associates, PO 3082, Charlotte, NC 28230 704-358-0421,
charlotte@priorityassociates.org*

Personal Testimony Worksheet**

Communicating Your Convictions

Primary Objectives: To help you put together a clear presentation of your personal testimony (for a non-Christian audience) by bringing clarity and organization to the events surrounding your conversion.

I. Before I accepted Christ (or gave Him complete control)

- A. What was my life like before I accepted Christ? Describe it in a way that communicates well to non-Christians. Don't use religious terminology (i.e., "sinner" and "backslidden").

- B. What did my life revolve around? What did I get my security or happiness from? (Remember, the non-Christian is relying on something external to give him happiness).

- C. How did those areas begin to let me down?

II. How I received Christ (or gave Him complete control)

- A. When was the first time I heard the gospel? Or, when was I exposed to dynamics Christianity?

- B. What were my initial reactions?

- C. When did my attitude about Christ and/or the Gospel begin to change? Why?

- D. What were the final struggles that went through my mind just before I accepted Christ?

- E. Why did I go ahead and accept Christ?

III. After I accepted Christ (or gave Him complete control)

- A. Specific changes I have seen in my life since becoming a Christian (include a personal illustration.)

- B. Why am I motivated differently? How does my relationship with Christ affect my decisions regarding activities, relationships, my future, etc.?

Reminder:

- A. Write like you speak-make the testimony yours!
- B. Consider your audience (their age, interests, goals in life, etc).
- C. Choose a theme.
- D. Practice it over and over until it becomes natural.
- E. Time limit should be three minutes.

Evangelism 102, Step 4

When you have built a caring relationship, you are ready to share your faith: *"If you are asked about your Christian hope, always be ready to explain it"* (1 Peter 3:15).

Sharing the Gospel message should involve three stories - God's story, your story, and the seeker/inquirer's story. We know that we are to witness for Christ (Acts 1:8) but often the response of our witness may be, "I'm glad that you believe that" (when we concentrate on God's story), or "I'm happy that it's worked for you" (when we focus on our story). Our witness will only truly be effective when it also penetrates the other person's story - through the window of the soul.

For example, Jesus intertwined His own physical thirst with God's ability to quench life's thirst for meaning to the woman at the well who was searching for life fulfillment in men. Jesus' witness to the rich young ruler was completely different - fitted to the person's unique story.

There is a myriad of unique needs that the Gospel meets but there are prominent common needs. For example, when Jesus began His ministry, He declared, *"God has appointed me to preach Good News to the poor (provision). He has sent me to proclaim that captives will be released (and forgiven) that the blind (spiritually too) will see, that the downtrodden (and hurt) will be freed from their oppressors, and that the time of the Lord's favor (grace) has come"* (Luke 4:18, 19).

As Jesus did, in our sharing, we should intertwine God's story (His revealed nature through His Word) with our story (what God has done in our life) in a relevant way that provides connecting points to the person's story (need, situation). The following acrostic will acquaint you with prominent common needs to help you to be ready to explain your Christian hope and to share your testimony (ready yourself by answering the questions at the end of each category) and God's truth in a relevant way:

Shame/Guilt - To those oppressed with shame/guilt we can witness to the gift of God's mercy that set us free from guilt and shame. We have God's promise of forgiveness (1 John 1:9), a new life free of the past (2 Cor. 5:19) and the assurance of no condemnation from God (Rom. 8:1).

S

When did you feel far away from God and unworthy of His Love?

Hurts/Anger - To those bound in hurts, bitterness, and anger, we should share how God healed our emotional hurts and sets us free to love again. Because we've been forgiven, we can forgive and get the "dead corpse off our back" - (literal meaning of Greek word for unforgiveness). We can share God's story of Christ's forgiveness on the Cross (Luke 23:34), of the Lord's command to forgive (Matt. 6:14), and the cure for bitterness - receiving God's grace (Heb. 12:15).

H

When did you experience deep disappointment and God met you in your pain?

Acceptance/Loneliness - We can share that God met us in our aloneness and loneliness and put us into His forever family making us a

child of God (John 1:12) and totally accepted us in His love (Eph. 1:5). We are not only accepted but He gifts us each with some special gifts so we can know that we have purpose and value in the family (Rom. 12:3). He even loves us enough to correct us and purify us so that we are fitting to share His eternal royalty (Heb. 12:5).

A

When did you feel alone and alienated? How did God meet you? How did you deal with aloneness before you knew God?

Receive/answered prayer - We can share that God is a personal God (not just a philosophy) that He hears and answers our prayers. In fact, He commands us to ask Him for our needs (John 14:13, 14) and we can testify to God's faithfulness. However, God is not just a "big sugar daddy" to be our servant. He is our shepherd and Lord, so often He answers our prayers in a different way and timing than we think. But He sees the end from the beginning and works all things together for our good as we respond to His purposes (Rom. 8:28). So we testify to God's faithfulness and guidance in our lives.

R

When did God answer prayer that really made a difference in your life? How did God prove faithful in times when at first it didn't seem your prayers were heard?

Experience/doubt - We can testify of our experience of God coming into our heart - to never leave us. The Bible says that we can know that we know Him and have eternal life (1 John 5:13). Because we have experienced His love in our hearts, we are not left with just an argument or conviction.

E

What were your own barriers to keep you from God? How did God conquer those barriers?

We can challenge the seekers to try God - to open his/her heart and experience God! While the person may have valid doubts, if he/she will submit them to God in prayer, God will meet that person even as He did "doubting Thomas."

When the person is "ready," share with them the Gospel message in a way that would invite a decision to receive and trust Christ as savior. You may use an evangelistic booklet like "Steps to Peace with God" (advantage is that it discourages distraction and leads person in an orderly step-by-step understanding to receiving Christ).

Whatever tract or tool or presentation, the key is to present these four key truths:

1. God's nature - His unconditional love for us
2. Man's nature - all have sinned and rebelled
3. The nature of salvation - God's provision of Christ's death and resurrection.
4. Man's response - we must open our heart and receive Christ.

Appendix D

Sharing through an Interpreter¹

Keep the following in mind as you speak using an interpreter:

1. Speak slowly.
2. Speak to the audience (look at them) not the interpreter.
3. Speak loud enough for the interpreter to hear you clearly.
4. Speak using short simple phrases. Stop after each phrase to allow the interpreter to translate.
5. Practice your story with someone and have them repeat what you say or rephrase what you say. This exercise helps you adjust to using short phrases.
6. Avoid using colloquial phrases (slang).
7. Visual gestures or aids can be useful. Make sure the gesture is appropriate for their culture.
8. If your interpreter doesn't understand, rephrase the sentence. Otherwise, move on so you will not embarrass them.
9. If you are addressing theological or technical information, ask if the audience understands or needs clarification. Or ask them a

question about what you said. This assures you are communicating clearly.

¹ Taken from Culture Link, "Help! We're going on a Short-term Trip," Leader's Manual, pg. 74.

Translator's Skit²

Speaker

1. Tell them I am pleased to be here
2. When you asked me at lunch to speak to you today, I had butterflies in my stomach.
3. But now I'm really happy to have this opportunity to be with you.
4. I'd like to talk with you today about the contextualization of theology in the 3rd World setting.
5. But first let me share with you my testimony.
6. When I was just a kid.....
7. I didn't understand the implications of what Christ did for me when He died on the cross.
8. But then He convicted me of sin through His Holy Ghost.
9. I had been a real lady-killer. I lived a life of sex, booze, and drugs.
10. He set me free.

Translator (with an accent)

1. He says to tell you he's very happy to be here.
2. At lunch I ate some flies that got into my stomach before speaking today.
3. Its OK, I'm really happy to have a chance to eat them with you.
4. I'd like to talk to you about a text from another world.
5. First I want to share my?????
6. When I was just a small goat.....
7. I did not understand what happened when Christ died at the intersection.
8. But a ghost arrested me for it.
9. I had killed a lady. Oh, I'm too embarrassed to translate what he just said. But then he took medicine and got better.
10. I was let go.

11. He made me a new creature.

11. I was made into a new animal.

(excited, faster and LOUDER)

12. Now I have new life. I'm forgiven my past. I am part of the body of Christ. They are my family. I'm so excited. I want to tell you all about it.

12. He's very happy. Please clap for him.

Have the team discuss what they saw. Help them bring out the following observations:

- The speaker used confusing phrases.
- The speaker looked at the translator, not the audience.
- The speaker used his home culture's Christian "lingo."
- The speaker talked too quickly.
- The speaker needed to use shorter phrases.

² Culture Link, Leader's Manual, pg. 74.

Appendix E¹

Broken Squares Simulations Game

Broken Squares is an instructional game in cross-cultural communication and problem-solving. The purpose of the game is to sensitize the participants to the problems involved in cross-cultural communications and problem solving as a team.

Time Required: 45 minutes (15 for Simulations, 30 for Debriefing).

Participants: *Broken squares* is played in groups of five. If you have 12 people on your team, have two groups of five and allow the other two people to be observer/judge. Each group of five will need their own set of Broken Squares.

Materials and Set-up:

1. One set of Broken Square for each group of five.
2. Each group of five should be seated around a table where they can see each other.
3. The observer/judge should be given a copy of the instructions.

Instructions: The following instructions should be read to the entire group.

You are now going to play Broken Squares. Some refer to it as the society of Squaresville. There are rules that must be observed to function in the new society. You may not like the rules, but to make the “cultural” adjustments and to accomplish the task assigned, you must be careful to observe them.

The task before you, as a group, is to have a complete square finished in front of each person. There is to be no talking. You may give away the pieces of the squares in front of you.

Again, the purpose of the game is to have the same size square completed in front of each person in the group.

*Again, you may give away the pieces in front of you, however, **you may not:***

- *Place your pieces in another person’s square.*
- *Place your pieces in the center of the table for others to take.*
- *Gesture with your hands, arms, eyes, etc. to communicate with another person or ask for a piece.*

*In order to accomplish the goal of the game of completing a square in front of each participant, **the only thing you can do is give your pieces away.** Open your envelopes and get started.*

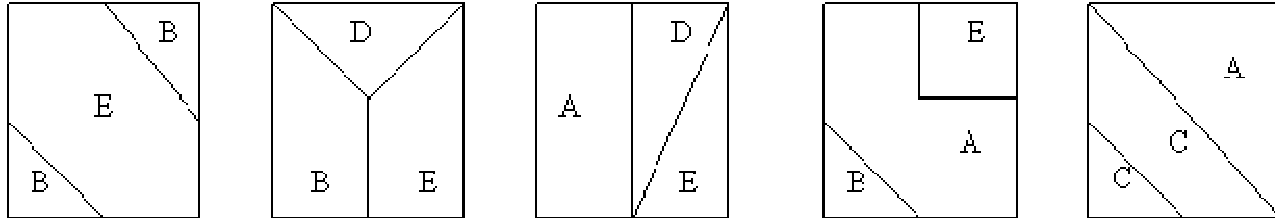
Making Broken Squares

A set consists of five envelopes containing pieces of cardboard or paper cut in different patterns which, when properly arranged, will form five squares of equal size. One set, of five envelopes, should be prepared for each group of five players you will have.

To prepare a set, use 6” x 6” squares. Prepare five squares. Draw lines on the squares using the patterns below as a guide. Place the letters on each square’s sections. The small triangles in squares 1, 4, and 5 should be the same size. The pieces in square 2 marked with letters “B” and “E” should be the same size.

After the lines have been drawn on the squares and the letters marked. Cut the pieces of the squares using the lines as your guide.

Take five envelopes labeled A, B, C, D, and E. Place the pieces with the corresponding letter in each envelope. These are the five envelopes to give to the five players. There should be the following number of pieces in each envelope: A-3, B-4, C-2, D-2, E-4.



Instructions for Observer/Judge

Insure participants keep the rules:

- 1) No talking, point, etc.
- 2) No taking of pieces or placing of pieces into another person's square.
- 3) It is permissible to give away an entire square. It is not necessary to give one piece away at a time.

Look for the following:

- 1) Who has difficulty keeping the rules?
- 2) When the frustration level rises and who helps to resolve it?
- 3) Who is willing to give away pieces? Who holds on to them?
- 4) Who looks for solutions from other people's pieces and who only concentrates on their own pieces?
- 5) Who develops a means of communicating?
- 6) Who becomes the group leader?
- 7) Who quits?
- 8) Who creates problems?

9) Who solves problems?

Debriefing the Game

It is important to let the team express themselves after the game. Some members will be proud that they finished their square and quit.....when the goal is to have a completed square in front of each person.

Communication

Ask the following:

- 1) What were your feelings?
- 2) Did you feel frustrated? Why?
- 3) If the frustration was caused by communication, how did you solve the problem?
- 4) If the frustration was caused by another team member, how did you deal with this?
- 5) What messages are sent by one's willingness or lack of willingness to give away pieces?

Note: The problem in cross-cultural communication is not that you can't communicate, but that you have been robbed of your normal way of communicating. You were given a communication means – giving pieces away.

Problem Solving

Ask the following:

- 1) What difficulties did your group face?
- 2) Who felt they were finished when they completed their square?
What does this say about looking out for only your interest?
- 3) Did you hear the instructions individually when they were clearly stated in group terms? If so, why? What does this say about team dynamics?
- 4) How could you have worked more effectively as a team?
- 5) What principles have you learned from this exercise which can be applied in your cross-cultural experience?

Note: Observer/Judge may want to share their observations. Invite the Judge to share after discussion has progressed.

¹ Culture Link, Leader's Manual, pg. 105-107

Appendix F¹

Example Team Policy

The following team policy was for the 1994 Macedonia Team from First Baptist Church of Atlanta serving with SEND International.

Overall Policy

- To serve the SEND International leadership, by assisting them in their established work.
- To teach English courses for the purpose of relationship building and to advance the knowledge of English for those attending the courses.

“If you have any encouragement from being united with Christ, if any comfort from His love, if any fellowship with His Spirit, if any tenderness and compassion, then make my joy complete by being like-minded, having the same love being one in spirit and purpose. Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. Each of you should look not only to your own interests, but also to the interests of others. Your attitude should be the same as that of Christ Jesus.” (Philippians 2:1-5).

Team Policy

As a member of the 1994 Macedonia Team I purpose to adhere to the following policy.

Unity of the Team

Phil. 2:1-4; Heb. 10:24, 25 – To be one in spirit and purpose in order to make Christ’s joy complete by considering others better than ourselves and spurring one another on toward love and good deeds. The team will accomplish this by meeting daily as a team, holding each other spiritually accountable, and accountable in our ministry.

Relationship with the Opposite Sex

1 Tim. 3:2,3 – As a practice, men should minister to men and women to women. Team members should use discretion when relating to members of the opposite sex so as to be above reproach in all that we do.

Conflict Resolution

Within the Team – Matthew 18:15 – Each team member will be receptive toward any constructive criticism and advice from others. Team members will keep an attitude of learning. Team members will commit to pray about all grievances or complaints. God is our most important resource. If unrest continues, the grievances will not be announced publicly, but will be taken

up with the fellow team member privately. If there is unrest about approaching the individual or still an unresolved spirit after confrontation, then the team leaders will be consulted.

Team members will not argue over a decision in a public setting. Discussion over the issue will be taken up privately.

With a National – Proverbs 9:7-9 – If there is a problem with a national, the matter will be taken to the team leaders and the head missionary. Female team members should not confront male nationals.

In dealing with conflict, final authority rests with the team leaders for conflict resolution.

Dress

Romans 14:21 – The team purposes to represent Christ-likeness with humility and sensitivity to others in a way that will focus our mission on Christ and not on ourselves.

General

- Use discretion with any logos or slogans on t-shirts (e.g. USA #1)
- No flashy jewelry or makeup
- Loose fitting clothing
- Shorts should be at least mid-thigh

Specific

When Teaching

Girls

Conservative skirts or pants

No shorts

No informal t-shirts

Guys

Conservative casual pants

No ties required

No informal t-shirts

When at Church

Nice conservative dress for girls

Nice pants and tie for guys

No jeans or shorts

Outside Ministry & Personal Time

Casual clothes as outlined in the general dress policy.

Gifts

2 Corinthians 9:6,7 (Cheerful giver); Matthew 6:1-4 (Giving in Secret) – Gifts will be given at the end of the trip so as not to make the receiver feel obligated to give a gift in return.

Gifts given to a host family should be of the nature that both husband and wife can enjoy.

Gifts given to nationals should be given away from any group setting.

When receiving an extravagant gift or a gift from a relationship with which you do not feel comfortable, a team member should defer to the team leader before acceptance.

Relationships with Nationals

1 Corinthians 9:22, 23; Philippians 4:8 – Each team member will develop relationships with nationals by using cultural etiquette (see SEND etiquette section) and team policy. Team members will behave in a manner that would not create a perception that would compromise the team's testimony for Christ.

Ministry Accountability

1 Timothy 2:1-4 – Each team member will meet daily with their prayer/accountability partner to pray and talk about the trip and any needs they may be having. Each team member will participate in team meetings, by sharing needs and blessings, and daily evaluating our actions in regard to ministry.

Spiritual Accountability

Psalms 37:4-6; Psalm 111 – Each team member will set aside time daily to be with the Lord in order to bring all concerns and decisions of the day before Him. Team members will seek the Lord's guidance first on all issues before bringing it to another team member.

Politics

Colossians 4:6 – Team members will avoid talking about American and/or Macedonian politics with or in the presence of non-team members. If team members are asked their opinion about politics, they will try to emphasize a biblical perspective concerning the relevant issues. Team members should use any such discussion as a stepping stone to share the Gospel.

Time and Flexibility

In order to express God's love and humility towards our team members and others, each team member will be punctual to all team and national events unless excused by a team leader.

The team will be flexible about unexpected changes in schedule and/or events at all times.

Security and Protection

While becoming acquainted with the culture and surroundings, no one will go out without another team member unless approved by leadership.

Females should not go out without a male team member. Team leaders should know of our whereabouts.

In ministry, we agree to adhere to a 2:00 AM curfew in order to be physically rested and effective. This will be evaluated on the field when we are more familiar with the ministry.

Relationship with Missionaries

1 Thess. 5:12, 13 – the team will willingly submit to the leadership and instruction of the missionary. We will “hold them in highest regard in love because of their work.”

Finances and Shopping

Luke 16:11; Proverbs 3:9 – The team will honor the Lord with our personal finances by not exploiting wealth in front of nationals.

Illness

James 5:14 – If a team member becomes ill, the team will purpose to pray for their healing. The team will not use illness as an excuse not to participate and will be wise in protecting their bodies. 3 John 2 – The team will pray for the health of the team prior to departure.

First Baptist Church Of Indian Trail Short-term Policy

Remember the short-term policies and procedures signed in the application process for this team, namely the following section:

Candidates participating on FBCIT – sponsored short-term trips, are reminded that they are ambassadors of the Lord Jesus Christ. As candidates go overseas, they not only represent Him, but the United States, FBCIT and/or the supporting mission agency. This is a tremendous responsibility. Consequently, each candidate should strive to be above reproach in his actions and attitudes.

- *Candidates must submit to the team leaders' authority*
- *Candidates must refrain from abusive language, drinking alcoholic beverages, taking illegal narcotics, smoking, etc.*
- *Due to the political instability and anti-American sentiment in various countries around the world, FBCIT asks that each candidate refrain from expressing his political opinions while overseas.*
- *If at any time while overseas a candidate's behavior constitutes a problem, the team leader has the authority to ask that candidate to return home. Any additional costs incurred as a result of this action will be at that candidate's expense.*

Signature _____

Date _____

Appendix G

Sample Packing List

BASIC

Clothing:

Changes of clothes according to laundry availability

Sweaters/sweatshirts

Work shoes

Work gloves

Boots

leader/team as a whole

Rain gear

Hat-for sun or cold

*First aid supplies should be carried by

Tennis shoes
Flip flops for showering

Other possible needs:

Flashlight
Silverware, plate, cup, etc.
Canteen
Towel
Toiletries
Sleeping bag
Air Mattress
Air Mattress
Air mattress repair kit?
Insect repellent
Sunscreen
Sunglasses
Language dictionary
Gifts for host missionaries/nationals

Optional:

Binoculars
Camera
Bathing Suit

Tools (i.e. construction)

Painting:

2" Paint brushes (oil and/or latex)
4" paint brushes (oil/or latex)
Paint roller covers (oil and/or latex)
Roller handles and trays

Carpentry:

Nail apron
Hammer you can handle
Hand saws
-rough cut
-finish cut
-miter saw

Hand wood drill & bits

Levels

Plumbing, metal, mechanical:

Hack saw
Pipe cutter
Wrenches
Screwdrivers
Files

Digging:

3-foot square

Chalk line

Cement chisel

Glass cutter

Nails – usually bought in country
availability

-Shovels

-Picks (handles off?)

-Sledge hammer (5 lb/10 lb)

-Power tools: ask about power

Appendix H

Emergencies and Crises On Short-term Mission Trips

1. Emergency Issues: On Mission Trips it is always wise to expect the unexpected.

2. Definitions: A Crisis: A point that determines a good or bad outcome. An Emergency: A mishap demanding prompt action.
3. A Case Study: You and your team are teaching English in a large Asian city. Each team member is living in a host family home where they do not speak English. The home's are at various locations around the city. At 2 AM there is a severe earthquake. You run out of the house with your host family in bare feet and on broken glass. You remember you have important information in the house.

You have a few minutes of opportunity to go back into the house (or that information. You retrieve it and 1 hour later the house is on fire. Thousands of people have died in this city and in your immediate vicinity there are many injured.

4. Case Study Questions:
 - a. What is your first response of action? With prayer you focus on the immediate locality.
 - b. What information do you want to have with you that you risked your life to retrieve?
Answer: Your "crisis file."
 - c. How do you plan on contacting your team to see if they are alive? By cell phone. Have phone numbers of families where team members are staying handy.
 - d. Who do you plan on contacting back home? Have a pre-designated individual back home.
 - e. How do you plan to handle any medical attention needed for you or your team? Have a pre-announced plan.
5. Political: A coup, a riot, a war, demonstrations, kidnappings.
6. Accidental: Earthquakes, Fires, Volcanoes, Floods, Motor Vehicle Crashes
7. Personal: Heat stroke, death in the family back home, loss of passport or visa, psychological breakdown, rape, etc.
8. Crisis File for Team Leader
 - A certified copy (is best) or copy of birth certificate, passport, or other important documents, extra passport photos.
 - Copy of Passport page and visa page
 - Emergency phone numbers for each person (24 hour numbers)

- Insurance information (each team member is covered overseas in an adequate insurance plan (really need this coverage; group insurance which covers emergency medical evacuation if necessary, and even repatriation of remains).
- The team leader has with him at all times emergency numbers for Embassy, Travel Agent (24 hour number), and the Church 24 hour number.
- Copies of each team member's airline tickets (the last page (with numbers)).

9. Crisis Files Back at Church

Leave with the church office the travel itinerary, address, phone numbers, and contact numbers where you will be at all stages of the trip.

The church has the same information at the Team Leader File.
Have a crisis information sheet available.

10. Team Member Crisis File:

- Each team member has a photo copy of his passport/visa on him
- Each team member has a copy of emergency numbers back home (home, church, travel agent). Also has in country host address and phone number and the U.S. Embassy in the country.

11. Medical Steps

- Train the team in good health guidelines.
- Take a team medical kit. Ask someone to be team medic.
- Require immunizations.
- Call Center for Disease Control and get updated information.
- Take good water purifications systems.
- Give team members forms to complete when medical treatment is given.
- Designate a person before your trip who would travel home with an injured person or a body if necessary.

12. Travel Steps

- Send names and passport numbers, dates in country, address and phone numbers of team location in country to the U.S. Embassy in that country – especially in hotspot
- Include Emergency Cash in your budget. (Extra costs will occur)

13. Personal Steps

- Write a team policy and include team leader and members' responsibilities in the event of an emergency or crisis.
- Have a male team leader and female team leader to deal with different male/female issues.

**Never have only one person in charge of finances. (for financial integrity)

Crisis Consultants: Crisis Consulting International, 9452 Telephone Rd.,

No. 223, Ventura, CA 93004

Telephone: 805-642-2549

Fax: 805-642-1748

This consultant gives good help – Former CIA and FBI men.

Appendix I

Team Member's Checklist¹

On the following page is the team member checklist.

This chart is provided for you to keep records of the paperwork and various requirements your team will be fulfilling during the training process. Check-off the space next to the team member's name as they meet the various requirements.

Key to Team Member's Checklist:

PL=Copy of Prayer Letter filled out and envelopes addressed and turned in to the church office.

PP/V=Copy of Passport/Visa Received and turned in to the church office

Test=Testimony Written and Given to the Team Leader

100%=Financial Support Level Met

LR=Liability Release Form Completed and turned in to the Missions Department at the church.

PI=Proof of Insurance (through Adams and Associates) submitted to the Missions Department.

